



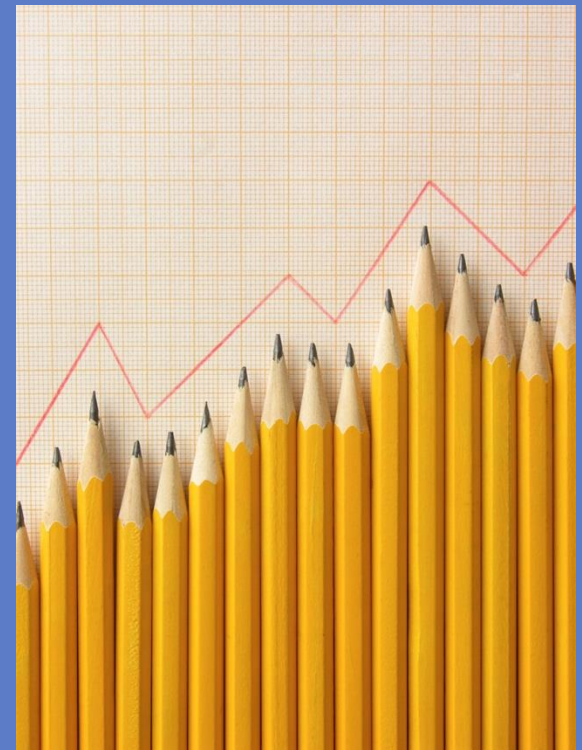
NC E-Procurement
ACCBO Fall Conference
October 2014



“We have experienced a significant improvement in our purchasing efficiency by using NC E-Procurement. The system is easy to learn and we have benefited by moving from a paper-driven system to a system that enables us to process and track orders electronically. The help desk staff provides exceptional support that contributes to the overall success of the system.”

-NC Community College

- Over **4.5 Million** purchase orders have been issued through NC E-Procurement
- More than **\$30 Billion** in spending has processed through the NC E-Procurement system



Over **9,000 NC users** from almost **200 different entities** now use NC E-Procurement:

- State agencies/Institutions
- Community colleges
- K-12 Local school systems
- Local governments



- There are almost **480 electronic catalogs** representing over 150 Statewide Term Contracts available to users
- Over **50,000 vendors** are registered in the NC E-Procurement system.





NC E-Procurement provides the tools to improve the way the State of North Carolina purchases goods and services.

- The **eQuote tool** allows users to submit requests for quotes to vendors for items below the formal bid requirements, replacing more manual quoting processes
- Orders and internal approvals are **routed electronically** and maintained for accountability – paper free!
- Users have access to a **centrally maintained database** of vendor information, including Historically Underutilized Business (HUB) certifications



Benefits

Users can view the State term contract pricing within NC E-Procurement through the **catalogs and punchout catalogs**.

- Catalog line items are pre-populated with Pricing, Contract, Commodity, and Supplier Specific information, allowing end users to quickly add the items to their requisition and Suppliers to quickly process the purchase orders.



Recently Awarded Contracts

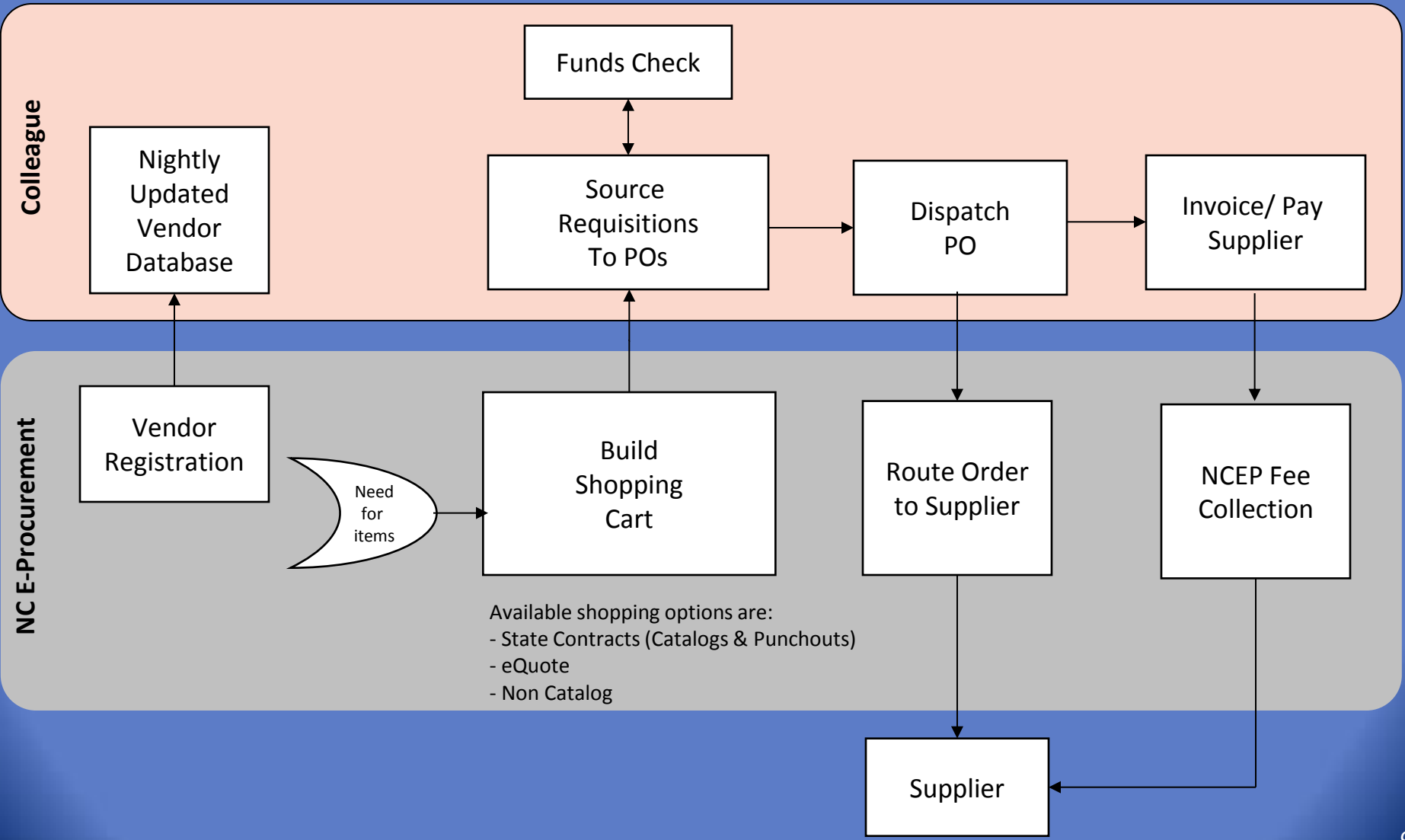
Statewide Term Contract 615A – Office Supplies was awarded to Forms & Supply and is projected to offer 31% savings on general office supplies.

- Case study done with Greene County Schools highlights:
 - \$143 savings on one whiteboard
 - \$140 saved on 10 graphing calculators

Statewide Term Contract 645A – Office Paper is expected to generate a 9% savings on office paper over historical purchases. Tiered pricing adds further discount opportunities for larger volume orders.



NCEP Community College Interface Overview





System Tips

Catalog Search

NCE-Procurement
@your service

ARIBA*
SPEND MANAGEMENT

[Home](#) | [Help](#) | [Logout](#)

[Home](#) | [To Do](#)

[Create](#) | [Search](#) | [Manage](#) | [Recent](#) | [Preferences](#)

[Customize](#)

Supplier
GREGORY POOLE ... (1243)
Koch Filter ... (7)
MAC PAPERS INC. (224)
MANSFIELD OIL CO (4)
MINUTEMAN ... (53)
[Show All ...](#)

Language
English (182961)

Favorites
- Recent Choices -

RQ18181453: Untitled Requisition
Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

[Catalog Home](#)
Catalog [Search](#) [Options](#)
Contract ID:

[Browse By: Categories | Suppliers](#)
[Create Non-Catalog Item](#)

AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (2730)
AGRICULTURAL EQUIPMENT AND SUPPLIES (2285)
CHEMICALS (445)

APPLIANCES, ELECTRICAL, CLOCKS (22049)
APPLIANCES (3281)
ELECTRICAL EQUIPMENT (18768)

BUILDING MATERIALS, MAINTENANCE (3567)
BUILDING MATERIALS (3267)
JANITORIAL SUPPLIES AND EQUIPMENT (47)
PAINT AND PAINT MATERIALS (253)

CLOTHING & TEXTILE ITEMS (1308)
CARPET AND FLOOR MAINTENANCE AND MACHINES (1306)
WINDOW COVERINGS, UPHOLSTERY (2)

FOOD & RELATED ITEMS (270)
165-00: CAFETERIA AND KITCHEN EQUIPMENT, COMMERCIAL (1)
393-00: FOODS: STAPLE GROCERY AND GROCER'S MISCELLANEOUS ITEMS (266)
740-00: REFRIGERATION EQUIPMENT AND ACCESSORIES (3)

FURNITURE (OFFICE, EDUCATIONAL AND HEALTH CARE) (89657)
420-00: FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL (63324)

MEDICAL & LAB EQUIPMENT & SUPPLIES (6205)
DRUGS & MEDICINES (21)
LABORATORY EQUIPMENT AND SUPPLIES (60)
MEDICAL EQUIPMENT AND SUPPLIES (6124)

OFFICE EQUIPMENT & SUPPLIES/PAPER/PRINTING (3399)
OFFICE EQUIPMENT AND SUPPLIES (3391)
PAPER AND PAPER PRODUCTS/PLASTICS (8)

OIL & GAS (64)
405-00: FUEL, OIL, GREASE AND LUBRICANTS (64)

POLICE & SAFETY EQUIPMENT (320)
POLICE EQUIPMENT (180)
SAFETY EQUIPMENT (140)

SERVICES (CONTRACTUAL & CONSULTANT) (1310)
915-00: COMMUNICATIONS AND MEDIA RELATED SERVICES (39)
920-00: DATA PROCESSING, COMPUTER, AND SOFTWARE SERVICES (17)
924-00: EDUCATIONAL SERVICES (4)
[More ...](#)

TECHNOLOGY ITEMS (27429)
COMMUNICATION EQUIPMENT (5486)

Items: 0 **Total: \$0.00000 USD** [Summary](#) [Exit](#)



System Tips

Catalog Search

NCE-Procurement
@your service

ARIBA®

SPEND MANAGEMENT

Home

To Do

Create

Search

Manage

Recent

Preferences

Customize

Refine your results

Keyword
punch (4)
hole (4)
qti (3)
Show All ...

Price
\$30.00 - \$40.00 USD (12)
\$40.00 - \$50.00 USD (4)

Favorites
- Recent Choices -

RQ18181453: Untitled Requisition

Items: 0 Total: \$0.00000 USD

Summary Exit

Add items to your requisition from the catalog or from your favorites groups. You can also enter details for non-catalog items.

Catalog Home

Catalog pink paper Search Options

Create Non-Catalog Item

Contract ID:

Your search path: Catalog > "pink paper"

16 items found

Sort By: Relevance Price Name

View: Details Thumbnails

Add to Cart Compare Add to Favorites

Paper, Dual Purpose, Pink, 30% PC Content, Domtar ...

\$35.52 USD

Qty: 1

Add to Cart Add to Favorites

Supplier: MAC PAPERS INC.

Supplier Part #: 65056A

Term Contract: 645A

Available in: 20 Day(s)

Paper, Dual Purpose, Pink, 30% PC Content, Domtar Earthchoice Multipurpose, 8.5 x 11, 20 lb, Recycled, 10 Rms/ctn (THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 1-39 CARTONS TO OBTAIN THIS PRICE.) (Contract Line # C1)

Paper, Dual Purpose, Pink, 30% PC Content, Domtar ...

\$32.37 USD

Qty: 1

Add to Cart Add to Favorites

Supplier: MAC PAPERS INC.

Supplier Part #: 65056D

Term Contract: 645A

Available in: 20 Day(s)

11



System Tips

Catalog Search

Compare Items

Done

	Qty: <input type="text"/> <div>Add to Cart</div>	Qty: <input type="text"/> <div>Add to Cart</div>
Item Image		
Price	\$35.52 USD	\$34.97 USD
Product Description	Paper, Dual Purpose, Pink, 30% PC Content, Domtar Earthchoice Multipurpose, 8.5 x 11, 20 lb, Recycled, 10 Rms/ctn (THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 1-39 CARTONS TO OBTAIN THIS PRICE.) (Contract Line # C1)	Paper, Dual Purpose, Pink, 30% PC Content, Domtar Earthchoice Multipurpose, 8.5 x 11, 20 lb, Recycled, 10 Rms/ctn (THIS CONTRACT CONTAINS TIER PRICING. YOU MUST ORDER A TOTAL QUANTITY OF 40-199 CARTONS TO OBTAIN THIS PRICE.) (Contract Line # C1)
Contract ID	645A	645A
Supplier	MAC PAPERS INC.	MAC PAPERS INC.
Supplier Part #	65056A	65056B
Manufacturer	Domtar	Domtar
Manufacturer Part #	81198A	81198B
Available in	20 Day(s)	20 Day(s)
Retail Unit Price		
Information from Supplier		
Information from Manufacturer		

Done

Below are some tips around searching for and selecting the appropriate commodity code for your requisition.

- Users can search for commodity codes in NC E-Procurement by entering a key word, or by using the 3 or 5 digit commodity code.
- The 3 digit code can be used to understand the group/hierarchy of the commodity and can be expanded to display the associated 5 digit codes.
- A commodity code listing is available at:
<http://www.pandc.nc.gov/nigpalfa.aspx>



14

System Tips

Commodity Code Search

To Do

Mana

ition

data

escri

erend

ected

ected

ected

No

No


ITE

Please select the next step in the requisitioning process.

Choose Value for Commodity Code

Field: Name

Name ↑	ID	
▶ 145-00 - BRUSHES (SEE CLASS 485 FOR JANITORIAL TYPE)	145-00	<input type="button" value="Select"/>
435-70 - Skin Cleaners, Antimicrobial: Emollient, Nonalkaline, etc. (See Class 485 for Janitorial Hand and Skin Cleaners)	435-70	<input type="button" value="Select"/>
435-72 - Soap, Surgical Scrub (See 485-85 for Janitorial Type Scrubbing Soap)	435-72	<input type="button" value="Select"/>
436-70 - Skin Cleaners, Antimicrobial: Emollient, Nonalkaline, etc. (See Class 485 for Janitorial Hand and Skin Cleaners), Environmentally Certified Products	436-70	<input type="button" value="Select"/>
436-72 - Soap, Surgical Scrub (See 485-85 for Janitorial Type Scrubbing Soap), Environmentally Certified Products	436-72	<input type="button" value="Select"/>
▶ 485-00 - JANITORIAL SUPPLIES, GENERAL LINE	485-00	<input type="button" value="Select"/>
630-45 - Paint and Varnish Removers (Includes Painted Graffiti Removers) (See 485-16 for Other Types of Graffiti Removers)	630-45	<input type="button" value="Select"/>
631-45 - Paint and Varnish Removers (Includes Painted Graffiti Removers) (See 485-16 for Other Types of Graffiti Removers), Environmentally Certified Products	631-45	<input type="button" value="Select"/>
810-27 - Fogging Machines for Outdoor Service (See 485-60 for Room Type)	810-27	<input type="button" value="Select"/>

Buyer
Vendor
User Training
Contact Us

[NC E-Procurement Home](#) ❖

[Buyer Login](#) ❖

[Vendor Login](#) ❖

[Vendor eQuote Login](#) ❖

Buyer

System Tips

Resources

Commodity Code List

User Account Maintenance

Punchout Catalog Status

New Functionality

Participation Report Guidelines (LEAs)

Frequently Asked Questions

Registered Vendor Search

State Term Contract Catalog Search

State Term Contracts Listing

News & Events

The Source Newsletter



2014 iHub Upgrade

Top 50 Commodity Codes

Selecting the appropriate commodity code when adding a line item in NC E-Procurement helps the State in determining what commodities are being purchased and what commodities should be on state contract for better pricing. Commodity Codes can also be found on the [Division of Purchase & Contract's webpage](#). If you would like help in determining the correct commodity code, please contact the NC E-Procurement Help Desk at 888-211-7440 ☎, option 1, or at ephelpdesk@its.nc.gov.

The Top 50 Commodity Codes selected by users when creating eRequisitions may be found below, beginning with the commodity code selected most often.

Commodity Code	Description
785-00	SCHOOL EQUIPMENT, TEACHING AIDS, AND SUPPLIES
615-00	OFFICE SUPPLIES, GENERAL
785-70	Instructional Aids: Courses, Lesson Plans (Prepared), Programs, Ancillary Materials, Videos, etc. (See Class 715 for Textbooks)
715-10	Books, Curriculum Guides, Directories, Magazines, Pamphlets, Periodicals, Publications, Reprints, etc.
962-86	Transportation of Goods and Other Freight Services
715-00	PUBLICATIONS, AUDIOVISUAL MATERIALS, BOOKS, TEXTBOOKS (PREPARED MATERIALS ONLY)
207-72	Printer Accessories and Supplies: Chemicals, Forms Tractors, Inks and Cartridges, Paper, Label Sheets, Sheet Feeders, Toner Cartridges, Wheels, etc.
207-00	COMPUTER ACCESSORIES AND SUPPLIES
204-00	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS

[Buyer](#)

[Vendor](#)

[User Training](#)

[Contact Us](#)

[NC E-Procurement Home](#) ✖
[Buyer Login](#) ✖
[Vendor Login](#) ✖
[Vendor eQuote Login](#) ✖

Buyer

System Tips

Resources

[Commodity Code List](#)

[User Account Maintenance](#)

[Punchout Catalog Status](#)

New Functionality

[Participation Report Guidelines \(LEAs\)](#)

[Frequently Asked Questions](#)

[Registered Vendor Search](#)

[State Term Contract Catalog Search](#)

[State Term Contracts Listing](#)

News & Events

[The Source Newsletter](#)

[2014 iHub Upgrade.html](#)

System Tips

This page was last updated on September 29, 2014.

Community Colleges	School Systems	State Agencies	Non-Integrated
--------------------	----------------	----------------	----------------

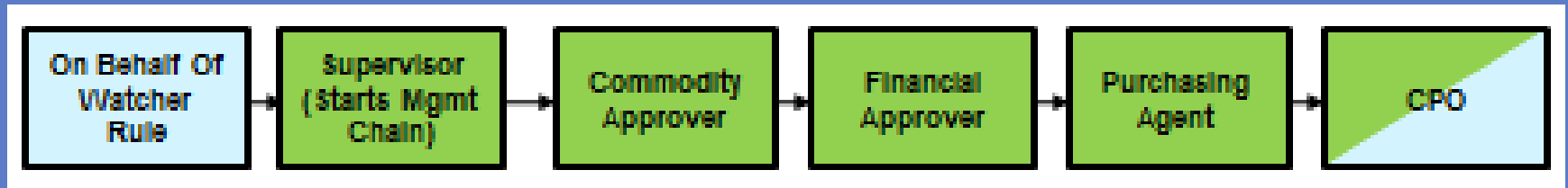
The following are quick links to category sections:

- Community College Setup and Maintenance
- Requisitioning
- System Navigation
- eQuote
- Approving
- Purchase Orders
- User Maintenance
- Vendor/Billing

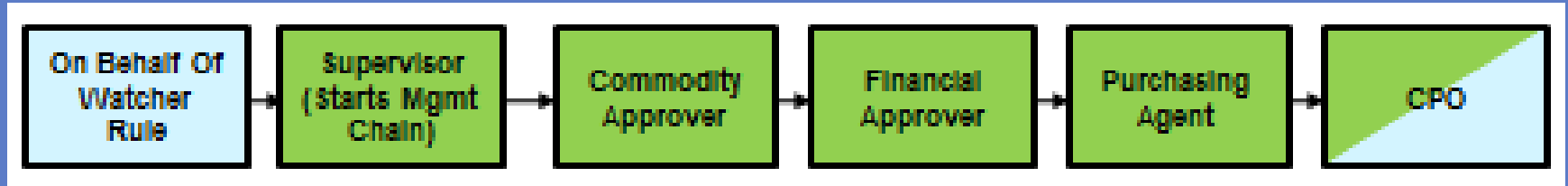
Community College Setup and Maintenance

Tip	Date Posted
Hardware and Software Requirements	1/27/2005
Entity Client Overview/Troubleshooting Steps	1/27/2005
Entity Client Troubleshooting	1/27/2005
Common Error Messages	1/27/2005

Electronic approval flows facilitate an effective procurement process and allow procurement professionals to focus on strategic initiatives.



- The **“On Behalf Of”** rule will always assign a watcher, but not an approver
- Security Administrators can set appropriate management levels throughout the **Supervisor Chain** to provide the right level of oversight and a reasonable approval flow



- **Commodity Approvers** are triggered by a combination of 5-digit NIGP code and dollar threshold
- **Financial Approvers** can be triggered by a dollar threshold
- The **Purchasing Agent group** is added based on commodity code and whether the requisition is catalog or non-catalog.
- **Chief Procurement Officers** can be added to flow as a watcher or an approver based on a combination of commodity and dollar threshold



“Our campus has enjoyed the use of NC E-Procurement. The approval flow is liked by everyone. Being able to approve off campus keeps requisitions moving along. Being able to add approvers such as Equipment Coordinator and MIS Director when needed is a great time saver. ”

-NC Community College



NC E-Procurement sends out a newsletter periodically to all users with system updates and suggested practices.



The Source NC E-Procurement Newsletter

September 2014 Edition

New Releases The NC E-Procurement team made updates to NC E-Procurement on September 11, 2014. Here are some updates from the recent release that might be of interest to you:

- Catalog items with a commodity code ending in '-00' cannot be updated to change the commodity code. Please review the specific contract's ordering instructions to purchase the item.
- Previously deleted 'Bill To' and 'Ship To' addresses can be reactivated by a Security Administrator. Please review the 'Address Maintenance' job aid located on the NC E-Procurement [User Training web site](#).
- All eRequisitions in 'Submitted' or 'Denied' status appear on the 'Requisitions to be Approved' report with all approvers and watchers noted. Users can also view which approvers are required, who the active approver is, and who has already approved the eRequisition.
- Blank attachments are not added to approvables when the attachment upload process is interrupted.

- **10 Web Based Trainings & 40 Job Aids**
 - *Self-paced online training modules*
 - *Printable job aids with screenshots*
 - *<http://eprocurement.nc.gov/Training.html>*
- **Onsite Training**
 - *Free on an as needed basis*
 - *eptraining@doa.nc.gov*
- **Dedicated Training Environment**
 - *Hands on experience for new users or trying Approval Flows*
 - *<https://trn9r1.ncgov.com/Buyer/Main/>*



The NC E-Procurement Help Desk is supported by highly-trained and friendly IT customer service agents dedicated to serving you!

Agents are available for assistance

7:30am – 5pm

Monday through Friday

888-211-7440, Option 1

ephelpdesk@its.nc.gov



Questions?